

# REGISTRATION

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<http://www.wisdomsynergy.com/HighLevel2015>

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## REGISTRATION FEE (WITHOUT ACCOMMODATION)

|                                                   |                           |
|---------------------------------------------------|---------------------------|
| Early Bird Registration (before/on 9 August 2015) | RM 850 – 1 participant    |
| Early Bird Registration (before/on 9 August 2015) | RM 1,670 – 2 participants |
| Early Bird Registration (before/on 9 August 2015) | RM 2,460 – 3 participants |
| Early Bird Registration (before/on 9 August 2015) | RM 3,220 – 4 participants |

|                                           |                           |
|-------------------------------------------|---------------------------|
| Normal Registration (after 9 August 2015) | RM 890 – 1 participant    |
| Normal Registration (after 9 August 2015) | RM 1,750 – 2 participants |
| Normal Registration (after 9 August 2015) | RM 2,580 – 3 participants |
| Normal Registration (after 9 August 2015) | RM 3,380 – 4 participants |

**Last Day to Register: 4 September 2015**

For enquiries, please contact:

Aliza (019-244 8983) or Ayati (019-708 5435) or e-mail [wisdomsynergy@gmail.com](mailto:wisdomsynergy@gmail.com)

For enquiries on how to get to Quality Hotel City Centre Kuala Lumpur

Tel: 03-2614 8000, Web: <http://www.quality.com.my/location/>

(Near Komuter Bank Negara, LRT Bandaraya, SOGO, Maju Junction)

- The registration fee covers workshop materials, lunches and refreshments.
- All cancellations must be notified in writing five (5) working days before the event date ; otherwise the workshop fee will be billed to your organisation.
- The organiser reserves the right to amend the programme, facilitator, date and venue of the workshop due to unforeseen circumstances or circumstances beyond our control.
- For Government agencies, Wisdom Synergy accepts Local Order (LO) for payment processing
- For payment through cheques, please make cheques payable to "Wisdom Synergy Enterprise"
- For payment via telegraphic transfer, please indicate your organisation name in the payment details

### ACCOUNT DETAILS

Name of Bank : **Bank Islam Malaysia Berhad**

Address of Bank : Cawangan Shah Alam, Tingkat Bawah, Wisma Perbadanan Kemajuan Pertanian Selangor (PKPS), Seksyen 14, Persiaran Perbandaran, 40675 Shah Alam, Selangor.

Account No. : **12038010084361**



**Wisdom Synergy Enterprise (SA0082354 - W)**

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FB : [www.facebook.com/wisdomsynergy](https://www.facebook.com/wisdomsynergy)

Ministry of Finance : 357-02198599

# PLANNING, DRAFTING AND WRITING HIGH LEVEL PAPERS AND REPORTS : A WORKSHOP FOR INFORMATION MANAGERS

**TRAINER : PUAN SITI SALBIAH RADUAN**

Certified Knowledge Manager (KM Institute, Washington DC)  
Master of Library and Information Science (IUM)

**Date: 9 & 10 September 2015**

**Venue: Quality Hotel City Centre Kuala Lumpur, Jalan Raja Laut**  
(Hotel GPS Coordinates: 3.158889, 101.694273)

## Introduction

The success of any department or organisation is highly dependent on the trust and confidence the management team could gain from the stake holder. With the trust, the stake holders are willing to invest more resources for the growth of the department or organisation. To win the trust and confidence requires not only far sighted team with vision-mission but also proper planning, strategic actions, effective reporting and very convincing documentation.

Documentation process is considered as a critical activity of the management because it requires writing and presentation skills to illustrate the real situation in a brief and precise way. Board of directors of any organization normally consists of a group of busy but very smart person. They are very concerned about the thought process before making any decisions to approve strategic actions proposed by the management / operations team. They are also very sharp in analysing facts and figures.

This workshop is planned to provide knowledge to the middle management and future leaders on the thought process before documentation. Besides that the participant will also be given skills in high level paper preparation through practical session with the help of real data, case study, templates et cetera.

## Workshop Objectives

1. Understand the importance of effective high level papers.
2. Understand the strategic thinking process.
3. Learn about the stake holders' areas of concern.
4. Learn the thought process before preparing any documents.
5. Learn the skills in preparing the high level papers.

## Intended Audience

- Librarian, senior librarians, head of unit, head of services
- Other information / administration officers from category 44 to 52 working in Library / Resource Centre / Information Centre.

## Workshop Delivery

A combination of lectures, individual exercise, group exercise, discussion and presentation.



## DAY 1

| Time          | Programme                                                                                                      |
|---------------|----------------------------------------------------------------------------------------------------------------|
| 08.00 – 08.30 | Registration                                                                                                   |
| 08.30 – 08.45 | Ice breaking session                                                                                           |
| 08.45 – 10.00 | Session 1: High Level Papers : Planning and Financing Actions                                                  |
| 10.00 - 10.30 | Coffee Break Networking                                                                                        |
| 10.30 – 11.30 | Session 2: Strategic Thinking and Planning                                                                     |
| 11.30 – 12.30 | Session 3: Thought Process and Drafting (Group exercise)                                                       |
| 12.30 - 02.00 | Networking Lunch                                                                                               |
| 02.00 – 03.00 | Session 4: Translating Missions into Strategic Actions<br>KRA, KPI and Financial Requirements (Group exercise) |
| 03.00 – 03.15 | Short break                                                                                                    |
| 03.15 – 04.15 | Session 5: Group Presentation: Strategy Plan                                                                   |
| 04.15 – 05.00 | Session 6: Budget Planning                                                                                     |
| 05:00         | Afternoon Tea Refreshment<br>END OF DAY 1                                                                      |

## DAY 2

| Time          | Programme                                                                          |
|---------------|------------------------------------------------------------------------------------|
| 08.00 – 08.30 | Registration                                                                       |
| 08.30 – 08.45 | Recap Day 1 Lesson                                                                 |
| 08.45 – 09.15 | Session 7 : Budgeting (Group exercise)                                             |
| 09.15 – 10.00 | Session 8 : Group presentation: Budget                                             |
| 10.00 – 10.30 | Coffee Break Networking                                                            |
| 10.30 – 11.30 | Session 9 : High Level Reports: Thought Process and Reporting                      |
| 11.30 – 12.30 | Session 10: Data, Information, Knowledge / Decision Making                         |
| 12.30 – 02.00 | Networking Lunch                                                                   |
| 02.00 – 03.00 | Session 11 : Report Writing ( Group Exercise)                                      |
| 03.00 – 03.15 | Short break                                                                        |
| 03.15 – 04.45 | Session 12 : Group Presentation: Mid-Term Review,<br>Budget Review, Annual Report  |
| 04.45 – 05.00 | Closing                                                                            |
| 05:00         | Certificate Presentation and Photography Session<br>Refreshment<br>END OF WORKSHOP |



### Siti Salbiah Raduan

*Certified Knowledge Manager (KM Institute, Washington DC)  
Master of Library and Information Science (IIUM)  
B. Economics (Hons) (Malaya)  
Post Graduate Diploma in Library Science (MIT)*

Siti Salbiah Raduan is a Certified Knowledge Manager, currently a professional trainer and consultant on KM and Library & Information fields. Her last attachment was with INCEIF (The Global University of Islamic Finance), a graduate university owned by Bank Negara Malaysia. While leading the Knowledge Management Centre as Director /Head for almost 6 years, she has successfully planned, established and developed the centre from scratch to become the best KM centre for Islamic finance in the world.

While serving INCEIF she was appointed as honorary consultant for Asian Institute of Finance's KM Centre establishment project and Agro Bank HQ library upgrading project. Besides that, she was in the Knowledge Management Task Force Committee for all Bank Negara Affiliates institutions' KMC (AIF, MII, IBBM, IBFIM and INCEIF). Among the major role she played in the task force was developing the KM Blueprint for Integrated Library and KM initiatives among Bank Negara Affiliates institutions' KMC.

Prior to working for INCEIF, she was a senior university librarian at International Islamic University of Malaysia (IIUM). She joined IIUM in 1986 as one of the pioneers and headed several departments before opting for early retirement in 2006. During her 20 years career in IIUM, she worked in various library departments including branch library and held numerous job titles such as Selection Coordinator, Head of Serials Services and Head of Information Services Division. Her major contributions in IIUM library were; among others, developing Islamic Economics Collection database, pioneering the Library Liaison Programme and conducting Information Literacy Workshops. She was selected for a study visit in Japan (1997) under Monbusho Scholarship and in USA (2003) under Digital Library for Malaysian Librarians sponsored by the United States Department of State's IV Programme. In addition, she was also one of the university trainers.

She has been a professional member of Persatuan Pustakawan Malaysia since 1995 and International KM Institute (Washington DC) since 2007. Besides that, she is also involved in several charity programs for primary and secondary schools near her residence, especially in helping the schools in upgrading and funding the library. Her interests, among others is creative writing in which she has won several national level literary awards for short stories.